Time Blocking:
Time Management System
for the Severely Overwhelmed

BY THE BUSY BUDGETER

Do you ever feel overwhelmed? Are you sick of trying to do something only to be distracted by the million other things screaming for your attention?

Our lives are truly overwhelming. When combined with your work schedule, your work projects, deadlines and your social life, it's not hard to understand why we always feel so behind.

What you can do is the most important things and get headway on long term projects. Here is a process that may help you prioritize and make you feel accomplished.

Introducing Time Blocks: Time blocks are when you schedule a short amount of time to get things done. By doing this you trick yourself into doing it. It allows you to focus on your work and minimize distractions, while you power through and concentrate on the task at hand.

Benefits of time blocks:

- You learn to focus on the task at hand and won't allow yourself to be distracted because you realize that you have a small block to complete tasks in.
- You allow yourself to dedicate time to longer term goals without getting buried in the endless current to do list (which actually helps you get "ahead" down the road.)
- You can easily motivate yourself to do undesirable tasks by having a set end time. Then walk away, no matter what.
- You learn to work quickly to get the tasks done in the set time.
- You prioritize within a task. If you have 15 minutes to clean your bedroom and your bedroom is a disaster, you will end up bagging trash and removing dirty clothes, and making the bed rather than dusting the light fixtures because you have realistic expectations about what you can do in that time.
- Your day will be mapped out, but still have a ton of flexibility; which is especially perfect if you have kid's schedules to work around (or a needy boss).
- You'll have more time to relax and enjoy your family. Because really, isn't that what it's all about?

How to set up your "time block" time management schedule:

1. **Determine the hours you have available to get stuff done**
   - I work at home now and schedule 7 hours per day for "work" and chores. When I worked outside the house (in a super demanding job), I scheduled 2 hours per

day and 3 hours per day off (my work at the time was reactionary and didn't require time blocks).
2. **Create a list of the repetitive work that needs to be done**
   ● Things like dishes, laundry, cooking, meal planning and budgeting. These examples are for your home, but you can create a time block schedule for your work too.
3. **Start assigning time blocks to the most important tasks on that list**
   ● Include at least one block per week as a "Master List". Fit tasks into 15 minute (physical work) or 30 minute (detailed or concentration work-things like budgeting or writing) blocks.
4. **Create a master list of longer term goals that you want to work towards**
   ● For the home, this would be things like: clean out a closet, reorganize spice rack, set up a long term budget outlook, landscape the backyard, create a capsule wardrobe, etc.

How to use your "time block" time management schedule:

1. As you start your day, glance at your time block schedule and choose the thing that you're the least excited about doing. Get it done and cross it off.
2. As you move through your day, grab things from your list and work through them. Use a timer and when it goes off stop that task and take a break or move on to the next.
3. Try to get the tasks done as early as possible, so that you can enjoy your day. When the tasks are completed, stop. If you consistently find that you have too much extra time, add in extra time blocks for next week.

Give it a try and see if it works out for you!